

NOMINATION REVIEW Technical Checklist

	Item 1	Are the Historic name, Other name, and Name of related Multiple Property Listing completed or marked n/a?
	Item 2	Have the boxes for “not for publication” and “vicinity” been marked either n/a or with an X?
	Item 3	For SHPO use only, leave blank. The most up to date form will not identify a specific individual as the Deputy SHPO. See website for correct form.
	Item 4	For NPS use only, leave blank
	Item 5	<ul style="list-style-type: none"> · Is Ownership of Property marked? (more than one may be marked) · Is the Category of Property (only one) marked? · Is the Number of Resources within Property completed and totals correct? · Is the Number of Previously Listed Resources completed or marked n/a?
	Item 6	Are the Historic and Current Functions completed (one per line) and compatible with categories in Bulletin 16A (available on website)?
	Item 7	<ul style="list-style-type: none"> · Is Architectural Classification completed with a category and subcategory from Bulletin 16A? · Are Materials categories completed and consistent with Bulletin 16A? · Is the Narrative Description on Continuation Pages box checked?
	Item 8	<ul style="list-style-type: none"> · Is the Criteria marked consistent with the Section 8 summary paragraph? · If appropriate, is a Criteria Consideration marked? · Are the correct Areas of Significance marked and consistent with the Section 8 summary paragraph? · Is the Period of Significance completed and consistent with the Section 8 summary paragraph? · Are Significant Dates completed or marked n/a? Do the dates fall within the period of significance? Are they mentioned in the Section 8 summary? · Is the Significant Person marked n/a, unless criterion B is checked? · Is the Cultural Affiliation marked n/a, unless Criterion D is checked? · Is the Architect/Builder completed (last name first) or marked Unknown? · Is the Statement of Significance on Continuation Pages box checked?
	Item 9	<ul style="list-style-type: none"> · Is the Previous documentation on file marked, if appropriate? (usually left blank) · If a Federal Part 1 Tax Credit application has been submitted to the NPS, is “Preliminary determination of individual listing . . .” checked? · Is the Primary location of additional data marked? (usually marked SHPO)
	Item 10	<ul style="list-style-type: none"> · Acreage should be completed to the nearest tenth (0.0), or if less than one acre write as “less than one acre.” · Is the Latitude/Longitudes complete? Are they accurate? Do they match the coordinates on the associated map? Leave UTM field blank or contact the SHPO for guidance on completing this field. · Are the verbal boundary description and boundary justification included on a continuation sheet?
	Item 11	<p><u>Items to be completed in full.</u></p> <p><u>Photographs and figures:</u></p> <ul style="list-style-type: none"> · Has the Photo and Figure log been completed and a list of photos provided in this section? · Has the camera direction been noted for each photograph? · If figures are imbedded in the narrative, are the associated page numbers added to the figure log? · Are the photographs keyed to a map on a continuation page?
	Continuation Sheets	<p><u>Continuation Sheets:</u></p> <ul style="list-style-type: none"> · Are the Section numbers and page numbers (including jacket) numbered consecutively (regardless of Section)? · Are the headings of each page filled out correctly and is the name of multiple listing completed or marked n/a? · Are all the photographs and figures referenced in the nomination? <p><u>Section 7</u></p> <ul style="list-style-type: none"> · Does Section 7 have a summary, setting, property description, and integrity subsections?

			<ul style="list-style-type: none"> · For district nominations, are there individual descriptions of primary resources that include descriptions and construction dates of any counted outbuildings? Is the contributing status noted for each counted resource? Do the descriptions explain why a counted resource is non-contributing?
			<ul style="list-style-type: none"> · If a single site nomination, is there a subsection in Section 7 for the interior description with the current floor plans tied in?
			<ul style="list-style-type: none"> · Are construction and alteration dates identified? Are photo references tied into the description as features are described in Section 7?
			<p><u>Section 8</u></p> <ul style="list-style-type: none"> · Does Section 8 have a summary, narrative, and conclusion?
			<ul style="list-style-type: none"> · Does Section 8 contain a clear and coherent argument for the selected area(s) of significance, level(s) of significance, and period(s) of significance?
			<ul style="list-style-type: none"> · If applicable, does Section 8 contain appropriate comparisons?
			<p><u>Section 9: Bibliography:</u></p> <ul style="list-style-type: none"> · Is the Bibliography completed in full using the Chicago/Turabian style accurately?
			<ul style="list-style-type: none"> · Does the Bibliography account for all sources cited in the document (footnotes, figures, etc)?
			<ul style="list-style-type: none"> · Are footnotes completed in full using the Chicago/Turabian style accurately?
			<p><u>Figures/Maps:</u></p> <ul style="list-style-type: none"> · Do figure captions contain a source? Do the figure numbers and descriptions match those in the Figure Log?
			<ul style="list-style-type: none"> · Are current floor plans included (single site only)
			<ul style="list-style-type: none"> · Has a contextual map been included as a figure that notes Latitude/Longitude location and coordinates?
			<ul style="list-style-type: none"> (Optional)-Has a separate KML or KMZ file been provided?
			<ul style="list-style-type: none"> · For single sites: Site map: Has a site map been added and referenced in Section 7? Are other resources noted in the resource count included on the map with a contributing or non-contributing status? Is a boundary line included?
			<ul style="list-style-type: none"> · Is a detailed boundary/footprint map provided (for Historic Districts only)? Are the names of streets included? Do they note contributing and non-contributing status of counted resources? Are street numbers or other numbers assigned to primary resources? Is a boundary line included?
			<ul style="list-style-type: none"> · Do all maps have a North arrow and scale?
		Accompanying Materials	<p><u>Accompanying Materials</u></p> <ul style="list-style-type: none"> · Has the nomination been saved in Word format (do not submit a .pdf) and labeled per NPS standards?
			<p><u>Photographs:</u></p> <ul style="list-style-type: none"> · Have color TIF images been provided at the minimum required 1200x1600 pixels at 300 ppi?
			<ul style="list-style-type: none"> · Are they labeled according to NPS Standards?
			<ul style="list-style-type: none"> · Is there adequate but not excessive photo coverage? (See MO NR Guide chapter on photography)